



**Request for City Council Committee Action
From the Department of
Community Planning and Economic Development
Planning Division**

Date: October 20, 2003

To: Council Member Barbara Johnson, Ways & Means/Budget

Referral to: City Attorney

Subject: City Attorney Contract Review and Authorization to Enter Into a Contract with The Regents of the University of Minnesota

Recommendation

(Complete action required in the final report, including fund-agency-org, contract number and amendment number, if applicable)

Authorize the City Attorney to review and negotiate for execution a \$48,000 contract with The Regents of the University of Minnesota for the provision of educational and presentation material regarding residential design and development issues in the City of Minneapolis.

Previous Directives

(any past Council actions or directions to staff)

Prepared or Submitted by (name, title, phone)

Pamela Miner, Planning Supervisor, 673-3240

Approved by (names, title, signature)

Blake Graham, Interim Planning Director _____

Presenters in Committee (name, title)

Pamela Miner, Planning Supervisor

Financial Impact (Check those that apply)

☒ No financial impact - or - Action is within current department budget.
(If checked, go directly to Background/Supporting Information)

☐ Action requires an appropriation increase to the Capital Budget

☐ Action requires an appropriation increase to the Operating Budget

☐ Action provides increased revenue for appropriation increase

☐ Action requires use of contingency or reserves

☐ Other financial impact (Explain):

☐ Request provided to the Budget Office when provided to the Committee Coordinator

Community Impact (use any categories that apply)

Neighborhood Notification

City Goals

Comprehensive Plan

Zoning Code

Other

Background/Supporting Information Attached

CPED-Planning requests authorization to enter into a contract with The Regents of the University of Minnesota. The contract amount is \$48,000, however the University of Minnesota is requesting substantial alterations to the approved City contract language, therefore a review by the City Attorney is required. Funds are available within the current department budget. A copy of the project scope of work is attached.

ATTACHMENT I

Residential Design and Development in the City of Minneapolis Work Scope

Background

The City of Minneapolis faces many ongoing challenges to encourage and maintain a diversity of housing options throughout the city. The challenges exist in many forms: providing affordable, middle- and upper-income housing; designing appropriate housing in downtown neighborhoods, along arterial corridors and in outer neighborhoods; preserving the character and design qualities of existing neighborhoods. Projected growth in the city suggests that the prominence of these issues will increase over time.

At the same time, due to budget cuts, planners are under pressure to do more with fewer resources. As they try to maintain the quality of Minneapolis' neighborhoods during changes, they have less time to devote to each individual situation. To address this growing problem, this project will create a series of presentations that illustrate tools, strategies, and materials about residential development for planners to use in many venues in their ongoing work. Our primary output will be in PowerPoint format. It will be possible to put the same text and images into handouts, presentation boards or other formats, though this work scope does not cover other formats. If alternate formats are preferable for some work areas, we will work with Planning staff to determine a reasonable new product within the existing budget.

Specific products will cover the following topics:

- Introduction to Urban Design (to be delivered in 38th Street Station Area Planning but including themes common to all areas. Topics to be highlighted for the 38th Street project would include density, transit-oriented design, and mixed use).
- Interactive Exercise (for 38th Street Station Area).
- Special Topic 1: Housing Intensification (tentatively applied in:
 - 38th Street Station Area Planning
 - Downtown East).
- Special Topic 2: Tear-downs, Pop-tops and McMansions (tentatively applied to Cedar-Isles-Dean).
- Special Topic 3: Manufactured Housing in Minneapolis (tentatively applied to Near North).
- Special Topic 4: Protection of strong, consistent neighborhood fabric (tentatively applied to
 - Phillips (impacted by MCDA and other CDC houses)
 - Audubon Neighborhood or similar (not impacted by MCDA and other CDC houses).

(neighborhood to be determined in consultation with Mike Larson, Jack Byers, and Jennifer Bever of the Minneapolis Planning Department)

The work is described by topic area below. In several of the topics, prior work by the city, by neighborhoods or by others will serve as a starting point (e.g., CIDNA's design guidelines for "pop-tops and tear downs). Products from each of these areas are intended to be usable in many future venues.

Topic Areas

A. 38th Street presentation, interactive exercise, and meeting participation

This work will begin first. To help launch the station area planning efforts, the Design Center will work with Mike Larson to create a presentation on urban design vocabulary that the 38th Street planning group can use throughout their efforts. This will include concepts such as density, scale, building mass, architectural style, fenestration, parking, circulation and mixed uses. For the same meeting, the Design Center will create, facilitate and analyze results of an short interactive exercise in which participants will apply the vocabulary to their own neighborhood. Finally, Design Center staff will attend up to 5 steering committee meetings and 3 public workshops held by the station area planning group to deliver more in-depth information that is produced by other parts of this project, such as housing morphology information. All of this work will be done with the assumption that SRF will be organizing and facilitating the overall set of meetings and that DCAUL's work will complement their larger efforts.

Products:

1. Primer presentation on urban design vocabulary.
2. Short interactive meeting and take-home exercise for summary analysis.
3. Brief presentation of development types to complement SRF's "cartoon" development options.
4. Attendance at up to 5 steering committee meetings and up to 3 public workshops.

Timeline:

An initial meeting is projected in mid- to late July for the "vocabulary" presentation and interactive exercise. Future presentations will be cooperatively scheduled with Mike Larson as the meeting process proceeds.

SPECIALIZED PRODUCTS

B. Housing intensification educational materials

As residential redevelopment occurs, economics and planning goals are pushing for greater numbers of units in strategic areas. This housing intensification can have many benefits for residents and for the city, but it demands greater attention to design. This part of the project will create educational materials that explain various aspects of housing design, intended for broad audiences. Topics such as building types; architectural styles; differences between physical design; issues of moving to multi-story construction; and underutilized design options will be covered. Design Center staff will analyze issues in residential development such as parking, zoning and relationships to the comprehensive plan.

These materials will be tested with typical audiences in two areas with current planning processes.

Products

5. Housing intensification educational materials for general audiences (in PowerPoint format, exact number and topics to be determined collaboratively with City staff).
6. Delivery of materials in two current planning processes (currently projected as 38th Street Station Area and Downtown East).

C. Tear downs, pop-tops and McMansions (CIDNA)

Higher-demand neighborhoods are seeing a relatively new phenomenon: small, older homes being radically altered or torn down and replaced with significantly larger structures. This demonstrates underlying market strength and increases the tax base, but such extensive changes can easily degrade the physical qualities that contribute to the neighborhood desirability in the first place.

This part of the project will suggest how neighborhoods can welcome such extensive new investment without sacrificing their desirable qualities. Based on previously completed work in this area, the Design Center staff will review exemplary materials from Minneapolis and elsewhere; conduct selected interviews of owners, builders and public officials; and outline important principles that should be upheld in such extensive projects.

Products

7. Educational PowerPoint outlining principles and options for ensuring design quality and maintenance in tear-downs, pop-tops and McMansions.

D. Manufactured housing and its uses in the city

As the city pursues housing redevelopment in lower-demand neighborhoods, manufactured housing is increasingly used as a way to enhance affordability. This has produced tensions—the design and construction quality of some manufactured housing is viewed as insufficient for lasting value in neighborhoods. At the same time, manufacturing strategies are being used to increase quality and construction speed in many upper-income housing developments.

This part of the project will examine the various approaches to manufactured housing and evaluate their applications in Minneapolis. Up to five built examples will be documented and evaluated (at least partly according to the urban design vocabulary established in work task A).

Products

8. Summary memo and/or PowerPoint with analysis and possible directions for use of manufactured housing in Minneapolis, with a focus on the Near North community.

E. Protection of neighborhood design qualities in areas with strong, consistent fabric

Minneapolis has many strong, intact neighborhood areas that need careful attention to protect their high quality physical environment. Publications for sensitive updating of bungalows, cape cods and ramblers, intended to foster such careful attention, have proven to be very popular among homeowners making such changes. But an ongoing threat to these neighborhoods has emerged: outside developers who are inserting wholly new forms of housing into consistent, intact neighborhoods. Often appearing structures of radically different styles than their new neighbors, these new additions often simply don't "fit in." As neighborhoods grapple with such changes, they need a way to ensure that new development works with the existing neighborhood fabric.

This part of the project will create materials, similar in intent to the bungalow book but aimed at outside developers, to help neighborhoods recognize what is unique about

them, and communicate those qualities to developers. It will also offer formal options to developers to demonstrate a good fit with the surroundings

Products

9. Summary memo and/or PowerPoint on critical issues to respect to fit new residential development into existing neighborhoods, with a focus on Phillips and Audubon Park or similar neighborhoods.

Budget and Timeline

The cost for the tasks described in this work scope will be \$48,000, divided roughly equally between each of the work areas described above. The Design Center intends to conduct most of the work during summer and fall 2003. Planning Department staff will lead a 'field trip' before beginning this project to show all of the above-referenced issues to DCAUL staff.

Guidelines for Graphic and Data Deliverables for Planning Department Contracts

Quantities

The vendor must provide to the Planning Department the quantities for each item as specified in the contract on the agreed upon date.

Delivery

The vendor must deliver to the Planning Department at Room 210 City Hall, Minneapolis MN 55415-1385, all deliverables in the contract.

Original Materials

All original materials provided to the contractor for the purpose of executing the contract and preparing deliverables shall be returned at the conclusion of the contract, on the deliverables date, or as needed by the Planning Department. This includes documents, data, photographs, maps, illustrations, and like items in either paper or digital form.

Graphic Materials

All graphic materials -- paper, photographic, digital, or other creative/production materials -- created by the vendor during the process of fulfilling the contract shall be delivered to the Planning Department on the deliverables date or by an agreed upon date thereafter. This includes any final communication materials such as preliminary reports, print publications, presentations (physical or electronic), or other products as specified in the deliverables part of the contract.

Data Materials

All data collected or generated in the process of executing the contract shall be delivered to the Planning Department on the deliverables date or by an agreed upon date thereafter. Any agreement to alter the deliverable date must be executed in writing.

Repurposing

The contractor understands that any materials or research prepared in the process of executing the contract as well as any deliverable item may be reused or repurposed by the Planning Department as deemed useful.

Media Formats for Electronic Exchange of Information and Data

The Planning Department exchanges data in PC format on the following types of media:

Floppy disk - 3.5 inches, 1.44 Meg.

Iomega ZIP disk - 100 Meg disk only.

CD-ROM.

E-mail attachments not to exceed 5 Meg per e-mail.

Files may be compressed using Microsoft Pack and Go where appropriate or by PK-Zip compression.

File Formats for Electronic Exchange of Information and Data

These formats (unless otherwise agreed upon) are the standards for exchange of information in electronic format:

- Word processing; Microsoft Word DOC file, version 97
- Spreadsheet; Microsoft Excel XLS file, version 97
- Database; Microsoft Access MDB file, version 97
- Presentation; Microsoft PowerPoint PPT file, version 97
- Vector illustrations and illustrative maps; Corel Draw CDR file, version 8 or Adobe Illustrator AIS file, version 8
- Raster illustrations; Adobe Photoshop, version 5
- Maps; ArcInfo/ArcView in appropriate file format, version - verify with Planning Department
- Desktop Publishing; Adobe PageMaker P65 file, version 6.5
- Portable documents; 1 - Adobe Acrobat PDF file suitable for laser printing and readable by Acrobat version 3 AND 1 set of Adobe Acrobat PDF files broken into chapters, highly distilled, and readable by Acrobat version 3.
- Technical drawings (CAD) such as site plans, working drawings, etc. should be in AutoCad format - verify version with Planning Department.
- Statistical/Analytical data; SPSS may be an available option. Check with department.

Physical Format of Print Media Deliverables

The Department desires to keep its publications in formats that are easy to mail, shelf, and file (see *Dimensions* in the *Reproduction Method* section.) We also want to ensure that additional copies may be easily reproduced through photocopy or other affordable processes. We reserve the right to edit. Contractor must check spelling and grammar usage. No final product may be printed without sign-off from authorized Department representative.

Page layout, type selection, etc.

We do not require a particular standard for page layout or type face however we do ask you to design for legibility and reading speed and comfort. It is generally more desirable that the graphic and textual elements clearly convey our information than to squeeze the most information into the smallest space.

It is important that images and graphics be able to convey their information when produced in greyscale printing or when photocopied. Please work with the Planning Department to determine the number of categories of information that will be displayed in maps, charts, and other representations of categorical information.

Pages from our documents are frequently photocopied. In order to maintain identification, we want the following information to appear on each page. The information may be divided among the header, the footer, or a floating footer:

- the name of the document
- the authorizing organization; for example, The Minneapolis Planning Department
- the publication date or revision date
- the draft or version number, if applicable
- the page number

We prefer to limit or eliminate the use of foldouts, inserts, pockets, blow-ins, etc.

Reproduction Method

Where quantities permit and cost justifies, an overrun of offset printed publications is preferable to exact count or underruns of digital printing (especially for documents containing color). Consult with the Planning Department for reproduction options on short runs and preliminary documents.

Publications printed to meet contract requirements should conform to the following specifications. If variance is required to best present the material, contractor must obtain approval from the Planning Department.

- Quantity: will be established during contract design or by determination of needs during contract period.
- Dimensions: 8.5" X 11"
- Orientation: Vertical
- Binding: staple (corner or side), saddle stitch, perfect, wire (spiral or finger), plasticcoil, loose leaf, or GBC are acceptable types of bindings. Plastic comb, plastic channel, and metal slide bindings are NOT generally acceptable. The Planning Department will approve the type of binding depending on the specific needs of the project, number of pages, and cost considerations.
- Cover options: self-cover in standard cover weights, card stock, plastic sheet, plastic laminate, loose-leaf binder with clear front and spine with printed inserts, loose-leaf binder with screen printed art.
- Text stock: 70 # white offset is preferred for readability and reduced show-through.

Format of Digital Media Deliverables

We like to receive PDF versions of documents as well as the paper versions. Please send one version in screen format (75 DPI) and one version in printable format (600 DPI). The PDF files should be compatible/readable in Adobe Acrobat version 3 rather than version 4.

PDF files prepared at 75 DPI should not be larger than five (5) Megabytes each. If needed, the files may be saved by chapter and linked to a Table of Contents file.

Recycling

We encourage contractors to prepare reports that are readily recyclable.